



NH Wing Supplement

CAPR 66-1

04 JANUARY 2016

Operations

CAP AIRCRAFT MAINTENANCE MANAGEMENT

CAP Regulation 66-1 DATED 14 September 2015 is supplemented as follows:

4.a (ADDED) CENTRALIZED MAINTENANCE RESPONSIBILITY.

The responsibility for ensuring proper maintenance of all corporate aircraft in the New Hampshire Wing rests with the Wing Aircraft Maintenance Officer. All aircraft maintenance activity will be coordinated through the Wing Aircraft Maintenance Officer. In addition to authorizing maintenance, this individual will also designate the maintenance facilities to be used and will specifically authorize any A-9 ferry flights to and from these facilities. Only direct routing is authorized unless flights encounter IFR conditions. In order to insure uniformity in the maintenance program, any facility other than the approved National maintenance facilities designated for maintenance of corporate aircraft, must be approved in advance by the NHW/DOM or NHW/CC. All maintenance costing over \$200 must be coordinated and approved by NHQ/LGM.

4.b (ADDED) LOCAL MAINTENANCE RESPONSIBILITY.

The NH Wing 'owns' all aircraft assigned to the Wing. Squadrons that have corporate aircraft based at their location will be responsible for assignment of an individual to monitor the operation of the aircraft and monitor that all regulations set forth by the Federal Aviation Administration and Civil Air Patrol are met. The local unit's Operations Officer will normally administer this program and ensure the cooperation of all personnel under the unit's command. Specific responsibilities will include:

- 1) Keeping the aircraft clean and presentable at all times.
- 2) Monitoring that the A/C was properly refueled after each use, which is the responsibility of the Pilot of each flight. A wing-issued fuel credit card (Phillips 66 AVCARD) is provided for each aircraft. These cards will be used to charge fuel and oil for CAP aircraft. The use of these cards for other services such as maintenance is not authorized. At locations where significant CAP flying is conducted, Wing Headquarters may open fuel charge accounts with the local FBO. In such cases, pilots will charge fuel and oil services to this account instead of using credit cards. The Wing DO and the unit Operations Officer will ensure that unit pilots are kept informed as to local fueling procedures.
- 3) Ensuring the aircraft is properly secured and protected from wind and weather damage at all times. This duty includes frequent inspection of the tie-down / hanger area and periodic inventory of equipment associated with the aircraft (control locks, tow bar, chocks, pilot cover, etc.) This also involves briefing unit pilots on proper procedures for securing the aircraft.
- 4) Monitoring the maintenance status of the aircraft and making prompt notification to the Wing Aircraft Maintenance Officer (LGM) when maintenance is required. The NHW/DO will also be notified whenever the aircraft is removed from service.
- 5) Keeping the aircraft mission-ready at all times, with particular attention to removal of ice and snow during winter months. Units (or the Wing DO) will make prior arrangements with local FBO's for hangaring or deicing of Corporate Aircraft in the event they are needed in an emergency. The actual purchase of such services will require authorization from the Wing Director of Operations or an authorized Incident Commander or his/her representative. The NH Wing Commander will be kept informed as to all major maintenance issues.

6) Providing a means to store the wing-issued aircraft pre-heaters so they are available for use during winter months. Units will also ensure that this equipment is properly maintained and all aircrew personnel are trained in their use. To reduce start-up wear the pre-heating of aircraft engines is strongly recommended whenever the air temperature is below 32F and is mandatory whenever the air temperature is below 25F.

7) Forwarding the aircraft flight time reporting sheets to the NHW/DO on the first of each month, unless directed otherwise by the DO.

8) In the event that emergency repairs are required for an aircraft, the Wing Maintenance Officer must be contacted for approval prior to the commencement of any work being performed. In the event the Wing Maintenance Officer cannot be contacted, the Director of Operations must be contacted. The Wing Maintenance Officer will contact the designated maintenance facility, or will contact NHQ/LGM or the CAP NOC for approval.

C) EMERGENCY KITS:


Each aircraft shall carry a first aid kit. Before purchase, the Director of Operations and/or Director of Aircraft maintenance shall approve the kit. The first aid kits must stay with the aircraft. The first aid kits will be inspected for both expired and opened packages and replaced accordingly. New Hampshire Wing provides a basic survival kit, aircrews will carry their own personal survival equipment for the representative weather.

D) AIRCRAFT HOURLY OPERATING CHARGE - FUEL:

The New Hampshire Wing employs a 'wet fuel' system for aircraft operations. The DO shall be responsible for complete accounting of all fuel costs associated with the operation of each corporate aircraft. This data will be reviewed on a periodic basis in conjunction with flight hour and billing records maintained by the Wing Operations Directorate. This review will determine the need for adjustments to the flying hour fuel charges listed in (1) below to ensure that fuel operating costs are properly recovered. The NHQ/LGM department is responsible for all engine, engine accessory, avionics, and airframe repairs.

Cessna C-172	7.6 GPH Fuel (Hobbs)	@ NHW ave. monthly fuel cost
Cessna C-182	9.9 GPH Fuel (Hobbs)	@ NHW ave. monthly fuel cost
Gippsland GA-8	10.8 GPH Fuel (Hobbs)	@ NHW ave. monthly fuel cost
Maule MT-7-235	8.8 GPH Fuel (Hobbs)	@ NHW ave. monthly fuel cost
Glider SGS 2-33	\$ 5.00 per flight	

The average monthly fuel cost is calculated by the DO and is posted every month. Also, all pilots are made aware of the current billing rate via emails and monthly statements.


Kevin N Harbison
Colonel, Civil Air Patrol
Commander

Supersedes NHW S-1, dated 1 OCT 2014 OPR: DO Distribution: 1 Each - Nat'l / LGM, NELR/DO, NER/DOO, NH/SD, Each Pilot, NHW Unit, NHW File